

ADMINISTRATIVE - INTERNAL USE ONLY

6 July 1983

MEMORANDUM FOR: Executive Assistant
Office of Personnel

FROM:

C/HRPS

SUBJECT: Weekly Activities Report

I. Updated the FY 1983 Directorate and Agency FTE and Strength Projections to include the actual gains and losses through bi-weekly period number 19. The FTE and strength forecast, incorporating the new FTE ceilings authorized by the Comptroller, were distributed to the Directorates, Comptroller, and OP elements. This latest forecast anticipates that we will end the year within the Agency's revised FTE/FTP ceiling.

II. HRPS completed the programming and initial running of a new model designed to report current Operational CT Requirements. The model, designed to report requirements monthly, has been debugged, corrected, and briefed to D/PERS. A meeting is being requested with the DDO/CMO and the DDO/Personnel Officer to brief them on the new model, and to allow them to critique its validity. *I.d.*

III. DDI projections of FY 1983 Gains and Losses were reviewed this week to resolve questions concerning the adequacy of their new FTE/FTP ceiling. After our review the DDI/B&F Officer was contacted, and is now satisfied that the DDI will not be unduly restricted by their new ceiling.

IV. Continued projects designed to:

- a. Review past technical attrition.
- b. Document Statistical Analysis System Programs.
- c. Review FY 1983 manpower trends through June 1983.